

# Portland Harbor Public Comment Meeting Design and Location Plans Draft v 3/31/16

## Objective

Provide an orderly and fair as possible process to obtain formal public comments on EPA's Proposed Plan for the Portland Harbor Superfund site.

## Meeting Design Overview:

To achieve this objective the formal **public meeting design** includes the following for each of the four meeting locations. In some of these locations, two or more of these areas may be combined due to space available. Each meeting location will accommodate:

- I. Sign-in Area
- II. Proposed Plan Information Area
- III. Private Testimony with designated waiting area
- IV. Written Comment and Computer Room
- V. Hearing Room (public testimony with audience)
- VI. Presentation Room
- VII. Break Room
- VIII. Media Room

To support this effort the following **team roles** will be assigned in each location. At any one time the following team members need to be onsite at each of the meeting location:

**TABLE 1: Overall Public Meeting Roles**

Role	Provided by	Number of People
Community Involvement Lead to serve as overall meeting coordinator	EPA: Alanna Conley	1
Hearing Officers	EPA: TBD (see table 2)	2
Hearing Room Facilitator	Triangle: Betsy Daniels	1
Hearing Room Ushers (one to help audience/one runs computer)	EPA/Triangle	1 EPA 1 Triangle
Court Reporters	EPA to contract and coordinate	2
Technical experts to support information area	EPA: TBD (see table 2)	1
Present plan in presentation room	EPA: TBD (see table 2)	3
Presentation Room Q+A facilitator	CDM	1
Presentation Room Usher	EPA or Contractor	1
Presentation Room Note taker	Contractor	1

Sign in area lead	EPA: Laura Knudsen	1
Sign in area support staff	Triangle	4
Public Affairs media lead	EPA: Mark McIntyre	1
Written and Computer area lead	EPA	1
Building security (does not count federal security if they will be on site)	Building staff at each location	2
Legal Counsel on-site or available by phone	EPA	1
TOTALS (25 people total)	EPA: 12 Triangle: 6 CDM: 1 Unassigned support (EPA or contractor): 2 Court Reporter: 2 Interpreters: TBD Building Security: 2	

#### Dates and Locations Include:

- Friday, 4/22: City Building of Portland, 1900 SW 4<sup>th</sup> Avenue, Portland, OR
- Thursday, 5/5: TBD
- Wednesday, 5/18: TBD/tentative Portland Expo Center, 2060 N Marine Dr., Portland, OR
- Thursday, 6/2: TBD

**Table 2: Attendance Overview for All Locations**

	Fri 4/22	Thur 5/5	Wed 5/18	Thur 6/2
Location	City Building of Portland	TBD	TBD/Portland Expo Center	TBD
Team Members	EPA onsite Lead: Alanna Conley  Triangle Facilitator(s): Betsy Daniels Facilitator; Asst: Mikhaila Gonzales  CDM Facilitator(s):  Add here	EPA onsite Lead: Alanna Conley  Triangle Facilitator(s): Betsy Daniels Facilitator; Asst: Mikhaila Gonzales  CDM Facilitator(s):  Add here	EPA onsite Lead: Alanna Conley  Triangle Facilitator(s): Betsy Daniels Facilitator; Asst: Mikhaila Gonzales  CDM Facilitator(s):  Add here	EPA onsite Lead: Alanna Conley  Triangle Facilitator(s): Betsy Daniels Facilitator; Asst: Mikhaila Gonzales  CDM Facilitator(s):  Add here

**Key Logistics Points of Contacts**

Date	Location	Names of Meeting Room	Contact
4/22	City Building of Portland	Add here	Add here Building contact, Security Contact, AV contact
5/5	TBD	Add here	Add here
5/18	TBD/Portland Expo Center	Add here	Add here
6/2	TBD	Add here	Add here

## **I. Sign in Area Overview**

All attendees sign in to the meeting. There will be two sign-in tables for those who do not wish to provide verbal comments, and two sign-in tables for those who wish to provide verbal comments.

Those signing up for verbal comments will sign-in to the meeting at the same table they sign up to speak.

<b>Stations</b>		
<b>What</b>	<b>Who</b>	<b>Notes</b>
Sign-In to just attend the meeting	EPA/Triangle	<ul style="list-style-type: none"><li>Two people a sign-in table</li></ul>
Speaking registration sign-up	EPA/Triangle	<ul style="list-style-type: none"><li>2 people at a sign in table (or one person each at two tables)</li><li>Speaking time slots will be first-come-first-serve by the number on the cards</li><li>The registered speaker turns in their card to a usher or the facilitator when they have chosen the location where they are choosing to give testimony.</li></ul>
Interpretation sign-up	Contracted Interpreter	<ul style="list-style-type: none"><li>For those that have requested an interpreter</li></ul>

All attendees will be told that all types of comments will be treated the same (whether written or oral) and that they have three options for providing comments on-site: 1) written, 2) oral individually through an on-site court reporter, or 3) oral and publically during the hearing.

<b>Sign-in/Sign-up Materials/Resources</b>	<b>#</b>	<b>Point Person</b>
Non-speaker sign-in tables	2	Laura?
Speaker sign-in table	2	Laura?
Signage explaining process for comments	See Signage Plan as Appendix B	
Directional signs	See Signage Plan Appendix B	
Poster with EPA Info	See Signage Plan Appendix B	
Pens	100	
Sign-in sheets	10 (total of 1000 spaces)	
Speaker Reg Cards	400	
Agenda/Ground rules handout	250	EPA

Informational Handout	250	EPA
Written Comment sheets	250	EPA



## **II. Information Area**

The information area will include three tables where EPA staff will answer questions about the Proposed Plan (PP), science behind the PP, and the overall Superfund process. It will also include informational posters, and possibly a video explaining this process and ways the public can provide input.

**Please note that outside groups will not be allowed to share information inside the meeting facility.** Only EPA will be providing information for the participants. Interested parties may provide information outside the meeting location. Signage will be posted to inform meeting participants about this.

### **Info Area Human Resources:**

- At least 2 EPA technical experts to answer questions

<b>Info Area Materials/Resources</b>	<b>#</b>	<b>Point Person</b>
Staffing for Info area	2-3	TBD
Informational posters	4	
Pens	100	
Poster stands	?	
Flip charts	?	
Flip chart stands	?	

Determine the approach to providing information about the plan using posters, fact sheet handouts, videos, multilingual sheets.

Also determine if a space for DEQ will be provided.

### III. Private Testimony and Waiting Area

The private testimony area will contain one court reporter who will record verbal public comments outside of the public hearing.

What	Who	Notes
AV/Tech	EPA	<ul style="list-style-type: none"><li>• 1 Computer with the red/yellow/green timer</li></ul>
Furniture	EPA	<ul style="list-style-type: none"><li>• Table for EPA and commenter</li><li>• 4 Chairs</li></ul>
Staffing	EPA	<ul style="list-style-type: none"><li>• Hearing officer to call next commenter (either EPA or Triangle; TBD) - Schedule of Ushers posted</li><li>• One person may be needed to run the computer timer</li></ul>
Signage	EPA	<ul style="list-style-type: none"><li>• Agenda of comment periods and breaks</li><li>• Tips for commenting</li><li>• TBD</li></ul>
Court Reporter	EPA	<ul style="list-style-type: none"><li>• Determine break times with Court Reporter</li><li>• Post the agenda of comments and break times</li></ul> <p>Post break schedule for 3, 15 minute breaks (April 22: 12:30 – 6:00; Others: 2:00 – 8:00)</p>
Hearing Officer/"EPA Lead"	EPA	<ul style="list-style-type: none"><li>• EPA will coordinate;</li></ul>
Holding Area	EPA	To be determined based on a location



#### **IV. Written Comment and Computer Room**

There will also be 6-8 computers set up for people to type their comments, and 4 tables with forms for handwritten comments. One person will be assigned to monitor the computers and handwritten comment form area.

<b>What</b>	<b>Who</b>	<b>Notes</b>
AV/Tech	EPA	<ul style="list-style-type: none"><li>• 6-8 Computers for typed comments</li></ul>
Staffing for Typed/Written Comment Station	EPA	<ul style="list-style-type: none"><li>• EPA to staff with “monitor” to assist and reset computers</li><li>• Usher in private comment area (either EPA or Triangle; TBD)</li><li>• EPA IT to develop email dialogue box with @epa.gov email</li></ul>
Furniture	EPA	<ul style="list-style-type: none"><li>• 4 Tables to support 2 computers each</li><li>• 8 chairs</li></ul>
Materials	EPA	<ul style="list-style-type: none"><li>• Comment box and materials for written comments</li><li>• 2 tables and writing materials for providing written comments</li><li>• Provide “How to Submit a Useful Comment” instructions for typed/written comment stations</li></ul>

<b>Summary of Info Area Materials/Resources</b>	<b>#</b>	<b>Point Person</b>
Computers for public comments	6-8	EPA
Handwritten comment forms (sheets)	250	Alanna
Computer tables and chairs	4 tables, 8chairs	Venue
Handwritten comments table	4 tables, 4 chairs	Venue
Comment sheet “drop” sign	1	Triangle
Comment sheet drop-boxes	2	Triangle/EPA
Pens	100	Alanna

## V. Hearing Room (Testimony with audience)

What	Who	Notes
Agenda	EPA	<ul style="list-style-type: none"><li>EPA and Triangle to develop</li></ul>
AV/Tech	EPA	<ul style="list-style-type: none"><li>4 microphones (<i>1 stationary for Hearing Officer, 1 handheld for Facilitator, 1 stationary for Citizen, 1 handheld as a spare</i>)</li><li>Presentation screen (<i>put to side of room; display timer on this screen and on the computer</i>)</li><li>Computer with timer display (<i>to be placed in front of citizen</i>)</li></ul>
Hearing Officer(s)	EPA	<ul style="list-style-type: none"><li>EPA will coordinate</li></ul>
Court Reporter	EPA	<ul style="list-style-type: none"><li>EPA will coordinate</li></ul>
Additional staff	EPA	<ul style="list-style-type: none"><li>This person will reset the timer and manage collecting speaker registration cards (or organizing speakers by number)</li></ul>
Facilitation	Triangle	<ul style="list-style-type: none"><li>Triangle will facilitate the calling</li></ul>
1 Usher and one person to run computer	Triangle	
Banners	EPA	<ul style="list-style-type: none"><li>Produce banners that outline the Purpose and Tips for the meeting</li></ul>
Security	EPA	<ul style="list-style-type: none"><li>Assume there will be federal security at each meeting; determine if the location has security. If not, work with PPD to get security presence.</li></ul>

### **Logistical details and approach** for receiving verbal public comments in the hearing room:

- Each speaker will have 2 minutes to provide oral testimony to the Hearing Officer and recorded by a court reporter.
- Speakers will have the opportunity to sign up to speak and given a number on a card when they sign in at the sign in area.
- Numbers will be called by the facilitator first come first serve.
- Elected officials and Tribal elders will have the opportunity to comment first and will receive different speaking numbers than the general public
- In the time period 1:00 – 8:00 it is expected that approximately 200 people can give oral testimony.

Hearing Room Materials/Resources	#	Point Person
Stationary Microphones	2	
Roaming microphones	1	
Tables for Officer	2 + 1 for CR	
Chairs for testimony area	5 +1 for CR	
Screen and projector	1 each	
Ground rules poster	See Signage Plan	
Signage explaining the public comment process	See Signage Plan	
Color-coded, 2-minute timer app for comments	1	
Back up Recording Device	2	

## VI. Presentation Room

### Agenda for Presentation Room

10 min

#### **Instructions (Facilitator)**

- Introductions
- Ground Rules for Q+A (one no applause)
- Preview Agenda, Time Limits, and Speaker Order
  - Q and A is about questions and not comments
  - Encourage speakers to submit their comments
- Security Protocols/Venue logistics

30 min

#### **Presentation (EPA)**

50 Min

#### **Q+A (Facilitator)**

30 Min

#### **Break**

What	Who	Notes
Agenda	EPA	<ul style="list-style-type: none"> <li>• See above</li> </ul>
AV/Tech	EPA	<ul style="list-style-type: none"> <li>• 2-4 Microphones (<i>1 for EPA, 1 for Facilitator, 1-2 more potentially for EPA panel and/or citizen use</i>)</li> <li>• Presentation screen for projecting informational presentation (<i>if needed; depends on location</i>)</li> </ul>
Facilitator	CDM	
Notetaker	TBD	<ul style="list-style-type: none"> <li>• TBD who will provide this service</li> </ul>
Informational Display	EPA	<ul style="list-style-type: none"> <li>• Display board</li> <li>• Hand-outs and informational materials</li> </ul>
Materials/Signage	EPA	<ul style="list-style-type: none"> <li>• Directional signs</li> <li>• Ground rules</li> <li>• Purpose of the presentation</li> </ul>

Presentation Room Materials/Resources	#	Point Person
Stationary Microphones	1-2	
Roaming Microphones	2	
Tables for Presentation	1	
Chairs for the stage/front	3	
Screen and projector	1 each	
Ground rules poster	See Signage Plan	
Signage explaining the public comment process	See Signage Plan	

Presenters	1	EPA
Ushers	2	EPA
Facilitator	1	
Notetaker with computer	1	
Back up Recording Device	1	

#### **VII. Break Room**

A non-public, locking break room will be assigned in each location to allow for:

- EPA and meeting support staff to store personal items
- A location meeting support staff can use to wait during breaks

#### **VIII. Media Room**

Room for meeting with media at a set time in each location, a non-public location.

## City Building of Portland Meeting Plan – 4/22/16

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Friday, April 22, beginning at 12:00pm (doors open at 12:00) and lasting until 6:00pm.

For a complete, annotated meeting agenda, see **Appendix A.**

- I. Sign-in Area
- II. Proposed Plan Information Area
- III. Private Testimony with designated waiting area
- IV. Written Comment and Computer Room
- V. Hearing Room (public testimony with audience)
- VI. Presentation Room
- VII. Break Room
- VIII. Media Room

## LOCATION TBD Meeting Plan – 5/5/16

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For a complete, annotated meeting agenda, see **Appendix A.**

- I. Sign-in Area
- II. Proposed Plan Information Area
- III. Private Testimony with designated waiting area
- IV. Written Comment and Computer Room
- V. Hearing Room (public testimony with audience)
- VI. Presentation Room
- VII. Break Room
- VIII. Media Room

## EXPO Meeting Plan – 5/18/16

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For a complete, annotated meeting agenda, see **Appendix A.**

- I. Sign-in Area
- II. Proposed Plan Information Area
- III. Private Testimony with designated waiting area
- IV. Written Comment and Computer Room
- V. Hearing Room (public testimony with audience)
- VI. Presentation Room
- VII. Break Room
- VIII. Media Room

## LOCATION TBD Meeting Plan – 6/2/16

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For a complete, annotated meeting agenda, see **Appendix A.**

- I. Sign-in Area
- II. Proposed Plan Information Area
- III. Private Testimony with designated waiting area
- IV. Written Comment and Computer Room
- V. Hearing Room (public testimony with audience)
- VI. Presentation Room
- VII. Break Room
- VIII. Media Room

## **Appendix A: Draft Annotated Meeting Agenda for the Hearing Room**

**Overall Coordination: Alanna Conley, EPA** (see other roles on **Page 1**)

**TBD** if needed

Leads meet with Media in “Media Room” at each location

10:00 a.m./11:00 a.m.

### **Facilitators and EPA staff set up Registration and Informational area**

- Set up sign-in tables and information area
- Set up computers for individuals to provide verbal/written comment
- Set up projector and marathon timer in hearing room
- Run through presentation
- EPA CIC, Triangle and CDM will meet with the security contact to review procedures
- 2 Boxes for receiving written Comment Sheets

11:15/12:15

### **Staff on-site training run through of roles and responsibilities**

- Run through agenda for the day
- Security procedures, leads for each area
- Review talking points for consistency
- Who answers questions you don’t know the answer to
- Review agenda for the day including who is where when
- Transition times
- Where to take a break
- Food Options

Note: A written meeting plan will be available for those who cannot attend this meeting

**Doors open at 11:45 a.m./1:00 pm**

1:00 p.m. – 2:00 p.m.

### **Commenter Sign-up**

- Sign in for meeting: 2 people, 2 welcome tables set up (one for speakers, one for attendance only) for sign in, handouts, and written Comment Sheets for those that do not want to speak

12:30 p.m./1:30 p.m.

### **Hearing officer arrives at Hearing Room opens the meeting**

#### **Instructions (Betsy Daniels)**

- Introductions
- Ground Rules (no applause)
- Preview Agenda, Time Limits, and Speaker Order
  - Betsy will explain meeting structure – hear from all members of the public who are interested in providing verbal comment. Have posters outside to provide more information on the proposed determination. Can provide comments via computer if desired.
  - Betsy will explain timer and Comment Registration #'s.
  - Everyone will get exactly 2 minutes. Apologize for needing



to cut people off, but everyone will be held to the same standard.

- Encourage speakers to submit their comments in writing as well (Comment Sheets or via email) if they cannot fit all their comments in the 2 minute limit.
- Security Protocols/Venue logistics

6:00/8:00 p.m.

**Public Comments**

- Facilitator calls on Electeds and Tribal Elders, other elders or anyone needing accommodation due to a disability, then number sequentially (by number) for 2 minutes each.

4:30 p.m.

**BREAK**

4:45 p.m.

**Restate presentation and instructions if more than 150 people sign up to speak**

5:30/7:30 p.m.

Stop taking new comment registration cards and encourage other options if there more than 15 people waiting.

XXXX p.m. – X:XX p.m.

**Wrap up and Next Steps**

- Facilitator explains other ways to comment
- Thank you

6:00/8:00

**Adjourn**

## Appendix B: Signage Plan

### Posters

	Poster	Number	Location	Dimensions	Who's developing
P1.	Purpose Poster	2	<ul style="list-style-type: none"> <li>At Registration Table</li> <li>Directly Inside Meeting Hall</li> </ul>	2' by 3' Foam Board Easel	
P2.	Agenda Poster	2	<ul style="list-style-type: none"> <li>At Registration Table</li> <li>Directly Inside Meeting Hall</li> </ul>	2' by 3' Foam Board Easel	
P3.	Ground Rules Poster	4	<ul style="list-style-type: none"> <li>Directly Inside Meeting Hall</li> <li>Next to second entrance</li> <li>2 by each microphone</li> </ul>	2' by 3' Foam Board Easel	
P4.	Ways to Comment	2	<ul style="list-style-type: none"> <li>At Registration Table</li> <li>At alternative comment station</li> </ul>	2' by 3' Foam Board Easel	EPA
P5.	Public Comments	4	<ul style="list-style-type: none"> <li>Directly Inside Meeting Hall</li> <li>At alternative comment station</li> <li>2 by each microphone</li> </ul>	2' by 3' Foam Board Easel	EPA
P6.	Content Posters	4	<ul style="list-style-type: none"> <li>Poster Session</li> </ul>	2' by 3' Foam Board Easel	EPA
	TOTALS	18		FB = 18 Easels = 18	

### Directional Posters

	Sign	Number	Location	Dimensions	Who's Developing
B1.	Sign in to Speak Poster	2	<ul style="list-style-type: none"> <li>Above speaker sign-in table</li> </ul>	2' by 3' Foam Board Easel	
B2.	Sign in to Attend Poster	2	<ul style="list-style-type: none"> <li>Above attendance only sign-in table</li> </ul>	2' by 3' Foam Board Easel	
B3.	Individual Oral Comments	1	<ul style="list-style-type: none"> <li>Above Court Report station</li> </ul>	2' by 3' Foam Board Easel	
B4.	Comments Here	2	<ul style="list-style-type: none"> <li>Next to written comment station</li> </ul>	2' by 3' Foam Board Easel	
B5.	Computer Comments	1	<ul style="list-style-type: none"> <li>Next to Computer Station</li> </ul>	2' by 3' Foam Board Easel	
	TOTALS	8		FB = 5 Easels = 5	

### Directional Signs

	Sign	Number	Location	Dimensions	Who's Developing
S1.	Sign in to Attend - directional	1	<ul style="list-style-type: none"> <li>Beginning of the line</li> </ul>	2' by 3' Foam Board Easel	T
S2.	Sign in to Speak - directional	1	<ul style="list-style-type: none"> <li>Beginning of the line</li> </ul>	2' by 3' Foam Board Easel	
S3.	Other Comments Poster	1	<ul style="list-style-type: none"> <li>Near alternative comment station</li> </ul>	2' by 3' Foam Board Easel	
S4.	Media Sign-in	1	<ul style="list-style-type: none"> <li>Near staircase</li> </ul>	2' by 3' Foam Board Easel	
	TOTALS	4		FB = 4 Easels = 4	

## **Materials**

- Easels =  $24 + 3 = 27$
- Binder Clips = ? (to hold posters to easles)
- Speaker Registration #'s = 500 (EPA)
- Sign-in sheet for attendance only = 6 (EPA)
- Sign-in sheet for speaking = 4 (EPA)
- Sign-up sheet for Court Reporter = 1 (Triangle)
- Directions for Regulations.gov = 4 (Triangle)
- Pens = 100 (EPA)
- Flip Charts = 3 (EPA)
- Nametags (EPA)
  
- Foam Boards =
- Comment Boxes = 2

## **Handouts**

- Agenda = 250 (EPA)
- Fact Sheet = 1000 (EPA)
- Written comment sheets = 1000 (EPA)
- Executive Summary = 1000 (EPA)